



## **Board of Directors Meeting Minutes**

**February 1, 2007**

**1:30 p.m. – 4:00 p.m.**

**Secretary of States Office**

**1700 Broadway**

**Aspen Conference Room, 3<sup>rd</sup> Floor**

**Denver, CO**

### **I. Call to Order: 1:45 p.m. Chairman Cadman**

#### **A. Roll Call**

Representative Cadman, Jack Arrowsmith, Secretary of State Mike Coffman, Bob Feingold, Mike Locatis, Gerald Marroney, Senator Ron May.

Excused: Jenik

#### **B. Introduction of Audience**

#### **C. Approval of November 2, 2006 and January 4, 2007 Meeting Minutes of the SIPA Board of Directors.**

**MOTION:** To approve the November 2, 2006 Meeting Minutes

Marroney/Arrowsmith

*Approved unanimously*

**MOTION:** To approve the January 4, 2007 Meeting Minutes

Arrowsmith/Coffman

*Approved unanimously*

### **II. Committee Reports**

#### **A. Business Committee, Bob Feingold**

Bob Feingold stated that with the transition last month, the Business Committee did not meet. The Business Plan still needs to be approved, however, since all Board of Directors have not been appointed, Bob Feingold suggested that they hold off on approving the 2007 Business Plan until all the appointees on the board can review it.

#### **Discussion:**

Richard Westfall stated that the Business Plan is a very important document, and the Board of Directors can assert their control here. He strongly supported Bob Feingold's suggestion and to urge people to reflect on what is in the new Business Plan.

Gregg Rippy stated that according to the bylaws, there was no obligation to adopt the 2007 Business Plan by today, and he therefore also supports Bob Feingold.

**MOTION:** To approve the 2007 Business Plan at the March 1, 2007 meeting.

Feingold/Cadman

*Approved unanimously*

**B. Contracts Committee, Gregg Rippy**

Gregg Rippy reported that Kathy Gappinger brought the compilation of what the Authority is in the Board of Directors Binders. This includes a contact list, board terms, by-laws, enabling legislation, policies, 2006 Annual Report, Finance Reports, meeting minutes, and Colorado Interactive General Manager Reports. As soon as Governor Ritter makes the new appointments, Gregg Rippy will meet with them and bring them up to speed.

Gregg Rippy further reported that SIPA is working on an EGE Agreement with Jeffco and it will hopefully be finalized soon.

**Discussion:**

Senator May asked how many EGE Agreements does SIPA currently have?

Gregg Rippy replied that he did not know the exact number, but around 15 or so.

**C. Finance Committee, Gregg Rippy**

Gregg Rippy referred to the finance report, saying that he is pleased that at a year-end, SIPA showed \$322,000 for the calendar year. He said that he is still in the process of engaging the audit and met with Systest to discuss this. The Systest audit team will talk to the State to see if they need to audit the Federal Funds account that was used before the CHASE operating account was opened, in January of 2006.

**Discussion:**

Secretary Mike Coffman asked whether this is a performance or financial audit

Gregg Rippy replied that is it a financial audit.

Senator Ron May asked how the relationship with CHFA (Colorado Housing and Finance Authority) is working.

Gregg Rippy replied that they are so fortunate to work with CHFA and everything is done in a very timely manner.

Richard Westfall stated that he has contact and a wonderful relationship with Chuck Borgman (General Counsel at CHFA). There have not been any problems thus far, but if something comes up, Chuck lets Richard know.

**D. Personnel Committee, Rep. Cadman**

No report.

**E. Ad Hoc Legislative Committee**

Gerald Marroney reported that the committee discussed that all the items up for discussion were best left as is and they did not need to change anything. Those items were changing in the by-laws that the Chair must be an elected official and clarifying the fiscal year versus a calendar year.

***ACTION ITEM: Gerald Marroney will clarify the ending point of the fiscal year.***

Gerald Marroney continued to say that it is still up in the air about whether the CIO of OIT (Mike Locatis) remains a non-voting member.

**Discussion:**

Senator Ron May said that it stays that way for now.

Gregg Rippy stated that Mike Locatis could be an appointed member by Governor Ritter and therefore would be a voting member.

Mike Locatis said that he would take action to follow up on the Governor's appointments.

***ACTION ITEM: Mike Locatis will follow up on Governor Ritter's appointments to the board.***

**III. New Business**

**A. Election of Officers**

Chairman Bill Cadman asked if they should be considerate of the new board members and include them at the next meeting.

**Discussion:**

Bob Feingold said that he thought the bylaws stated that they needed to vote because it is the end of the current term.

Gregg Rippy agreed with Bob Feingold, and said that it stated in Article 2 that the Board of Directors must elect new officers at the February meeting. He said that it is unlike the Business Plan.

Chairman Cadman asked if anyone recommended nominations for Chair.

**MOTION:** To re-elect Representative Bill Cadman for Chair

Arrowsmith/Coffman

*Approved unanimously*

Chairman Cadman asked for nominations for Vice Chair.

**Discussion:**

Jack Arrowsmith stated that he held the position of Vice Chair for two years and asked if anyone else would like to step forward to accept that position.

**MOTION:** To re-elect Jack Arrowsmith as Vice Chair

Cadman/Feingold

*Approved unanimously*

Chairman Cadman asked for nominations for Secretary.

**MOTION:** To elect Bob Feingold as Secretary.

May/Arrowsmith

*Approved unanimously*

Chairman Cadman asked for nominations for Treasurer.

**MOTION:** To elect Secretary Mike Coffman as Treasurer.

Arrowsmith/May

**Discussion:**

Gerald Marroney stated that in fairness to Secretary Mike Coffman, if there is an appointed Board Member that would like to step up for the position of Treasurer, that change can be made.

Chairman Cadman confirmed that they could do that.

*Approved unanimously*

**B. Date of Monthly Board of Directors Meeting**

Gregg Rippy reported that in the bylaws, it states that the date can be changed. He said that a new date would give flexibility, timely recording of finance reports for both SIPA and CI. Even though everything is done on an accrual basis, the numbers change slightly each month. This would also give a more accurate General Managers Report from CI. Gregg Rippy stated that the CIO Forum is the 2<sup>nd</sup> Thursday of each month and he would like to stay clear of that date since SIPA has been asked to join each meeting.

**Discussion:**

Jack Arrowsmith asked if there would be consistency in the meeting place.

Gregg Rippy said that he believes this facility (The Secretary of State's Office) would be available. LSBA is impossible during the session.

Secretary Mike Coffman said that they could accommodate and make it happen.

Gerald Marroney suggested they should wait until next month to discuss a new date when the new appointments will be present.

**C. Executive Director Report, Gregg Rippy**

Gregg Rippy reported that the last two weeks have been the most exciting. He stated that in light of the action item for him and Bob Feingold to meet on ideas to engage other departments, they were not able to meet this month, but will still do so next month. SIPA has hit the tipping point and many agencies are beginning to come to them.

***Office Location***

Gregg Rippy stated that SIPA is now officially in the new office and he invited everyone to come by. He said that it is a very useful location, being in the same building as DPA and CDLE. He reported that they are saving money over the old occupancy expense.

***Senate Bill 75***

Gregg Rippy explained that he would like to discuss SB75 and it is very concerning to him that it is driving through. This bill would require for projects such as Genesis to run through the portal. There would be a working group that would report back in one year with the end date of 2010 for full implementation of required activities. Gregg Rippy said that he has not been able to speak with Senator Mitchell. He believes that Senator Mitchell's intentions are good, but the bill comes with a mandate and complexity. The working group could be good, but it is premature before they know what the extent of the mandate would be. The core concepts of the portal were not to have mandates, which adds value to the agency. SIPA and Colorado.gov want to be the number one choice but Gregg Rippy said that he believes that they need to prove their mettle for that.

Gregg Rippy said that he would follow up. He stated that he does not want to take the stance that they should kill the bill. There is some good merit to the vision, but the devil is in the detail.

#### **Discussion:**

Senator Ron May stated that he thinks that the Secretary of the State wants SB75.

Chairman Bill Cadman stated that he was not able to determine what the catalyst was for this bill, but he would like to encourage Senator Mitchell to come to a SIPA Board Meeting to see what they do and to let him know that there are probably some things that are already being done without legislation that he is trying for.

Secretary Mike Coffman said that he made a statement that Colorado.gov maybe ought to be a more of a one stop shop and if a citizen were to file online for one agency, what are the other agencies that they could use, such as DOLA, DOR, or any other things you would have to do. There should be links for all of that. Brian Anderson has a much greater understanding of IT and got with Senator Mitchell for a more aggressive approach. Secretary Mike Coffman continued to state that he thought it would be helpful to have an assessment of where Colorado.gov is on this journey.

Gregg Rippy replied that they are on the same page. For example, with the Business button, there are a lot of applications that would be useful. There is the same concept with "my car", which Colorado.gov's goal would be to renew drivers license and tags. We have El Paso and Jeffco just about to jump in. The concept is just what our vision is; it can just take a long time to get there.

Jack Arrowsmith asked whether SB75 would be in conflict with SIPA's enabling legislation.

Senator Ron May said that the intent when they ran the bill was that SIPA would not close out the ability to get documents the way that it is being done right now.

Secretary Mike Coffman asked Gregg Rippy if there was anything under the bill title that he could use.

Gregg Rippy replied that as far as legislation ability SIPA has what it needs. SIPA currently can do what it needs, to work with every agency. Gregg Rippy further stated that there is no need for statute. SB75 is so broad that it is hard to comprehend what all is there and what it will bring. The mandates are a lot and finding a way to fund this will be difficult. The last thing that he wants to do is take appropriated money; especially since SIPA current self-funding model is stable.

Chairman Cadman supported Gregg Rippy and said that it is in SIPA's best interest for SB75 to not continue.

Secretary Mike Coffman said that a bill title could be constrained. If the board were to come up with something that SIPA would need, the bill can restrict it but not expand it.

Senator Ron May said that he believes SIPA has the authority to do whatever is needed to do in SB75.

**D. General Manager's Report, Dan Morrison**

Dan Morrison said that he is very thrilled to be here in Colorado after leaving the Hawaii Portal. He said that he wanted to commend the Board of Directors, Gregg Rippy, and Rich Olsen. There is a long impressive list of launched applications, which is very good to achieve being only a one-year-old portal.

Dan Morrison reported that January was very productive. Colorado.gov delivered on several year-end commitments that they had, such as working with the Governor's office to launch an application that will allow the public to request a meeting with the Governor. That application should launch in the next couple of days.

*MIIDB*

Dan Morrison reported that a significant application was the MIIDB (Colorado Motorist Insurance Information Database), which allows companies to match up with registered vehicles to see what automobiles do not have insurance. There are 22 million records in the database; it is the largest database project, and it is matching throughout the every night. Dan said that they are very proud and a large proportion of the CI team has worked on this.

*Online Vehicle Registration*

Dan Morrison reported that they are very proud of online vehicle registration. As of today (February 1, 2007), 2,967 citizens have registered. There are now nine other counties in line. This is the most significant citizen facing application, thus far.

*Portal Metrics*

Dan Morrison stated that on page 8, there was a pattern of accesses this month, with the highest hits during the major snowstorms. On page 9, Live Help was accessed 600 times. When Colorado.gov gets more applications, the number of hits for Live Help will go way up, and as a result CI will hire more customer service staff.

*Financials*

Dan Morrison reported that the financial status is very stable and strong (page 10). CI continues to provide to SIPA to fund future endeavors.

**Discussion:**

Mike Locatis stated that OIT is going to continue to work with the Executive Directors to educate them on the opportunities with SIPA.

Bob Feingold stated that SIPA has over \$500,000 in revenue share year to date. He asked if there was a plan to use that revenue to support development of applications for other agencies that could not get the funds to do it.

Gregg Rippy replied that there has not been an agency that they have turned down because of funding. He said that what Bob Feingold asked is exactly where they are headed and would like to augment those funds. SIPA wants to run as fiscally responsible as they possibly can, but they also do not want to stockpile money. The theory is that in the event that SIPA terminates the contract with CI, SIPA could buy all the capital assets that they have supplied. Gregg Rippy also stated that some previous Executive Directors were hesitant to work with SIPA so hopefully that will change.

Senator Ron May said that he would like Gregg Rippy and Mike Locatis to work together to get agencies that might have this problem, and could even discuss with the JBC.

Gregg Rippy replied that this would come out of the executive branch. He also said that they owe a big “thank you” to CI for bringing up the Governor’s Website up live as Ritter was sworn in. Colorado.gov is sending the message that it is a tool of the Governor, and they need to use this to meet his desires. Colorado.gov is *his* portal.

Senator Ron May asked if the problems with branding were taken care of.

Gregg Rippy said that he believes they are over that hump.

John Thomas replied that the feedback is positive.

*GM Report Continued*

Dan Morrison stated that the Colorado Interactive 2007 Business Plan is very long and detailed. He would like the Board of Directors to take a look at the report over this month and he will discuss and report on it at the next meeting.

**Discussion:**

Jack Arrowsmith suggested in his position to represent local government that SIPA need to move forward to engage more local governments. He said that they were out in Holyoke, and there were towns and counties that did not have a Web presence. It is wonderful that there are many applications for DOR, but a piece of local government cannot access it because there is no Web. He thinks that for little money, they can bring these counties in.

John Thomas said that they had a meeting scheduled in Yuma and Philips counties. Spreading to the smaller economic counties can be a plan, if the board would be happy with that.

**IV. Additional Discussion**

Chairman Cadman asked Richard Westfall why there was a conflict in the bylaws, in regards to Article 9 and laws by resolution.

Richard Westfall said that he would take a look at that.

Chairman Cadman said that it should be one or the other. He asked for a Bylaws Committee including Gerald Marroney, Bob Feingold, Richard Westfall, and himself.

***ACTION ITEM: To get name plaques for the Board of Directors.***

**V. Agenda Items for Next Meeting**

None specific

**Next meeting is scheduled for:**

Thursday, March 1, 2007

1:30 p.m. – 4:00 p.m.

Secretary of State’s Office

1700 Broadway

Aspen Conference Room, 3<sup>rd</sup> Floor

Denver, CO

**VI. Adjournment**

The meeting adjourned at 3:15 PM.